

CURRENT EMPLOYMENT OPPORTUNITIES:

Job Title: Main Street Director Job Code: 1932b Pay Grade: 19

Full-Time: ☒ Part-Time: ☐ Temporary: ☐ Seasonal: ☐ Other: ☐ _____

Shift: Varies: Typically M-F 8:30 am – 5:00 pm with weekend and evening work required

Department: Community Development

Salary: \$37,207.00

Closing Date: July 27, 2016

Application Information: *Interested and Qualified persons may email resumes to Libby R. Duke, Human Resource Director, at lduke@carrollton-ga.gov. Resumes received will be responded by the Human Resource Department with a request via email to the applicant to complete an employment application. Detailed instructions will be included in responses to resumes received.*

Department Contact: **Libby R. Duke, Human Resource Director**

Contact Info: lduke@carrollton-ga.gov / 770-830-2000

**** Please note that successful candidates for employment must pass a background check and drug screening prior to employment. ****

GENERAL STATEMENT OF JOB

Under limited supervision, this job is responsible for the development, conduct, execution, and documentation of the Main Street Program. The Program Director coordinates activity within a downtown revitalization program, which utilizes historic preservation as an integral foundation for downtown economic development. The Program Director is the principal on-site staff person responsible for coordinating all program activities locally as well as for representing the community regionally and nationally as appropriate. Duties include planning, organizing and supervising diversified marketing programs and activities, including budgetary responsibility. Duties also include the overseeing of the Historic Depot rentals and promotion of Amphitheatre and the rentals, events and activities thereof.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Coordinate activity of program committees, ensuring that communication between committees is well established; assist committees with implementation of work plan items.

Manage all administrative aspects of the program, including purchasing, recordkeeping, budget development and accounting, preparing all reports required by the State Program and by the National Center, assisting with the preparation of reports to funding agencies and supervising part-time employees or consultants.

Develop, in conjunction with the Program's Advisory Board, strategies for downtown economic development through historic preservation utilizing the community's human and economic resources. Become familiar with all persons and groups directly or indirectly involved in the downtown commercial district. Mindful of the roles of various downtown interest groups, assist the program's Advisory Board and committees in developing an annual action plan for implementing a downtown revitalization program focused on four areas: design/historic preservation, promotion, organization/management, and economic restructuring/development.

Develop and conduct the ongoing public awareness and education program designed to enhance appreciation of the downtown's architecture and other assets and to foster an understanding of the program's goals and objectives. Through speaking engagements, media interviews, appearances, keep the community highly visible.

Assist individual tenants or property owners with physical improvement projects through personal consultation or by obtaining and supervising professional design consultants, assist in locating appropriate contractors and materials; when possible, participate in construction supervision; provide advice and guidance on necessary financial mechanisms for physical improvements. Administers the Façade grant program.

Assess the management capacity of major downtown organizations and encourage improvements in the downtown community's ability to undertake joint activities such as promotional events, advertising, uniform store hours, special events, business recruitment, parking management, and so on. Provide advice and information on successful downtown management. Encourage a cooperative climate between downtown interests and local public officials.

Advise downtown merchants' organizations and/or Chamber of Commerce retail committees on program activities and goals and assist in the coordination of joint promotional events, such as seasonal festivals or cooperative retail promotional events, in order to improve the quality and success of events to attract people downtown; work closely with local media to ensure maximum event coverage; encourage design excellence in all aspects of promotion in order to advance an image of quality for the downtown.

Help build strong and productive working relationships with appropriate public agencies at the local and state levels.

Utilizing the program format, develop and maintain data systems to track the process and progress of the local program. These systems should include economic monitoring, individual building files, and thorough photographic documentation of all physical changes and information on job creation and business retention.

Represent the community at the local, state, and national levels to important constituencies. Speak effectively on the program's directions and findings, always mindful of the need to improve state and national economic development policies as they relate to small communities.

Supervise any necessary temporary or permanent employees, as well as professional consultants. Participate in personnel and project evaluations.

Maintain local program records and reports, establish technical resource files and libraries, and prepare regular reports as necessary. Monitor the annual program budget and maintain local financial records.

Oversees and organizes Historic Depot Rentals.

Oversees and organizes Amphitheatre Rentals.

Insures facilities (Historic Depot, the Amp and Main Street Office) under position's control are cleaned, maintained and repaired as necessary. Reports any maintenance issues to appropriate management in a timely manner.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS

The Program Director should have a Bachelor's degree and/or a minimum of three years' experience in one of the following areas: architecture, historic preservation, economics, finance, public relations, design, journalism, planning, business administration, public administration, retailing, volunteer or nonprofit administration, and/or small business development. The Program Director must be sensitive to design and preservation issues. The Program Director must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in a very independent situation. Excellent verbal and written communication skills are essential. Supervisory skills are desirable. Must possess a valid driver's license. * **Applicants that have Main Street Program experience considered a plus.**

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be able to operate a variety of office machines, tools, equipment, etc., such as a calculator, copier, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical, administrative and policy related information. Includes giving assignments and/or directions to co-workers and volunteers.

LANGUAGE ABILITY: Requires the ability to read a variety of informational, documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the position.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors, the general public, Program participants, and parents; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM / SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, volunteers, parents, etc.) beyond giving and receiving instructions such as in interpreting policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear; (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS:

Knowledge of Job: Has considerable knowledge of the policies, procedures, and activities as they pertain to the performance of duties relating to the position. Has considerable knowledge of various Mainstreet Programs, rules and regulations of applicable guidelines as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, Mainstreet Program trends, rules, regulations, equipment needs, etc. as they pertain to operations and activities. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Is able to use independent judgement as situations warrant. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the Mainstreet Program. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable of computer operations. Is skilled in operating required equipment and machines.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers and the general public.

Quantity of Work: Performs described "Essential Functions" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards, and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to supervisors with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City and/or Program policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and Program benefit. Contributes to maintaining high morale among all Program employees. Develops and maintains cooperative and courteous relationships with Program staff, employees and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the department and to project a good department image. Tactfully and effectively handles requests, suggestions, and complaints from other department and persons in order to maintain good will within the Program. Emphasizes the importance of maintaining a positive image within the Program. Interacts effectively with the Community Development, Planning Department, Department Directors, staff, elected officials, Program participants, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work assignments and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussion on time. Implements work activity in accordance with priorities and estimates schedules.

Safety and Housekeeping: Adheres to safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.